

## RESOLUTION NO. 16-01

### RESOLUTION OF THE TOWN OF ST. LEO TOWN COMMISSION APPROVING SPR/VAR #14-A, MINOR MODIFICATION #1, THE SAINT LEO UNIVERSITY PLANT OPERATIONS FACILITY WITH CONDITIONS.

WHEREAS, a Planned Unit Development (PUD) application (PUD #10-A) was approved by the Town of St. Leo Town Commission on June 4, 2010 to approve the Saint Leo University campus master plan (154.29+/- acres), and

WHEREAS, the Town of St. Leo Town Commission approved Saint Leo University Campus Master Plan PUD #10-A Major Modification #2 to expand the Saint Leo University West Campus, revise the projects list, including the Plant Operations Facility, and update the data table, pursuant to the Land Development Code (LDC) Article X, Development Review Procedures and Development Standards for General Site Plans and Planned Unit Developments, and

WHEREAS, On August 11, 2014, a site and landscape plan, and landscape buffer variance for the Plant Operations Facility was approved, and

WHEREAS, a Minor Modification to the Plant Operations Facility site/landscape plan was submitted and a meeting was held on October 12, 2015, before the Town of St. Leo Town Commission, regarding the above referenced application, which gave full and complete consideration to the recommendations of the staff and evidence presented at the meeting.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF ST. LEO TOWN COMMISSION:

#### SECTION A. REQUEST

To approve a modification to the approved landscape plan, herein referred to as SPR/VAR #14-A, Minor Modification #1, for the Plant Operations facility.

#### SECTION B. EXHIBIT A

The following documents are attached to this resolution and incorporated herein by reference:

1. Town staff report with exhibits.
2. Applicant's application and submittal documents/plans.

#### SECTION C. FINDINGS AND CONCLUSIONS

Based on the staff report, submittals by the Applicant, and testimony at the meeting, the proposed landscape plan modification will be consistent with the previously approved PUD #10-A, PUD #10-A Major Modification #2, and the Town's Comprehensive Plan and LDC provided certain conditions are met, which are listed in Section D.

#### SECTION D. TOWN COMMISSION DECISION

The Town Commission APPROVES SPR/VAR #14-A, MINOR MODIFICATION #1 WITH CONDITIONS, for the Plant Operations Facility project as submitted, (Exhibit A). The proposed project is consistent with PUD #10-A and Major Modifications #1 and #2 and LDC, and is subject to all conditions of approval for SPR/VAR #14-A.

#### SECTION E. TOWN COMMISSION MOTION

The foregoing resolution was adopted by the St. Leo Town Commission vote as follows:

Richard H. Christmas, Mayor  
James Hallett, O.S.B.  
Gregory P. Smith  
Donna DeWitt, O.S.B.  
Curtis Dwyer

DULY PASSED AND ADOPTED this 12<sup>th</sup> day of October, 2015.

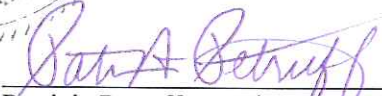
ATTEST:



  
Joan Miller, MMC, Town Clerk

  
Richard H. Christmas, Mayor

Approved as to form by:

  
Patricia Petruff, Esquire, Town Attorney

**EXHIBIT A**  
**Town Staff Report/Exhibits**  
**Applicant's Application and Supporting Documents**



**Town of St. Leo**

**SITE/LANDSCAPE PLAN REVIEW (SPR) STAFF REPORT**  
**SPR/VAR#14-A, Minor Modification #1: Saint Leo University Plant Operations Project**  
**Town Commission Meeting October 12, 2015**

**Property Owner:** Saint Leo University Inc.

**Applicant:** Saint Leo University Inc.

**Representative:** Eric Weeks

**Request:** Approval for a minor modification to the Plant Operations Facility Site/Landscape Plan.

**Location/Legal Description:** Southeastern quadrant of McMullen Drive and Pompanac Street intersection (Exhibit A).

**Property Appraiser Folio:** 01-25-20-0000-02200-0000, 01-25-20-0000-01800-0010 and 01-25-20-0020-00A00-0090.

**Land Use Designation:** Business

**Zoning:** Business

**Project Overview**

The Plant Operation project was approved on August 11, 2014. The University is proposing to construct a 136 space parking lot adjacent to Benedictine Hall (Exhibit A). Eighty parking spaces will be grass with wheel stops and the remainder spaces will be paved. As a result of the new pavement, stormwater treatment is required by SWFWMD. This additional treatment will be accommodated by expanding (lengthening) the Plant Operations pond. Therefore, a revised site/landscape plan will be required for the modified Plant Operations stormwater pond. A revised Plant Operations site/landscape plan for the revised pond has been submitted (Exhibit B). The additional pond perimeter area (750 linear feet) requires 15 canopy trees. The revised landscape plan provides 15 Live Oaks.

Pursuant to the PUD #10-A Major Modification #2 approval, all site specific development plans for the future projects shown on Sheets PUD-1 and PUD 1-A will be reviewed pursuant to Section 10.5 General Site Plan Review Procedures. Final decision on these site plan reviews, including any minor PUD modifications, shall be conducted by the Town Commission at a regularly scheduled Town Commission meeting. Any site plans requiring a major PUD modification (pursuant to Section 10.10 Modifications) and/or variances will require public hearings pursuant to the LDC, Articles VIII and IX, respectively.



Pursuant to the LDC, Sec. 10.4. Modifications After Approval, *after approval has been issued, it shall be unlawful to substantially change, modify, alter, or otherwise deviate from the terms or conditions of the plan or approval without first obtaining an approval of the modification. The Town Commission or its designee shall determine the type of review for the modification and a written record of the modification shall be maintained in the files of the Town Clerk.* The site/landscape plan modifications warrant review and approval by the Town Commission.

### **Staff Recommendation**

Based on the above analyses and Applicant submittals, staff recommends APPROVAL WITH CONDITIONS of the Plant Operations Minor Modification #1 as submitted (Exhibits B and Appendix A). The proposed landscape plan minor modification is consistent with PUD #10-A and Major Modifications #1 and #2 and the LDC, and is subject to the conditions of SPR/VAR#14-A approved on August 11, 2014.



---

Engelhardt, Hammer & Associates, Inc.  
Town of St. Leo Planning Consultant

*Engelhardt, Hammer & Associates reserves the right to update this report upon becoming aware of new or updated information.*

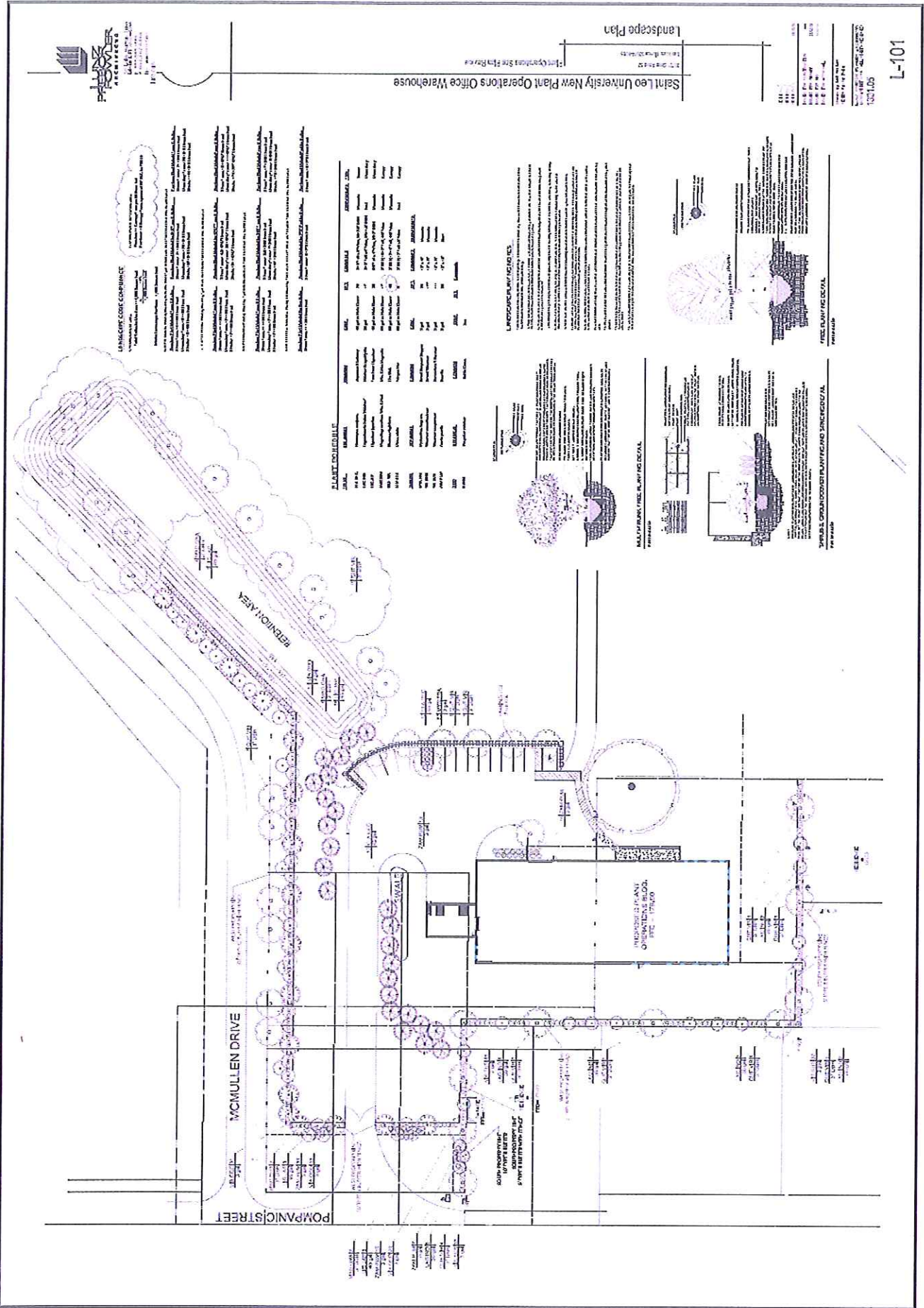


# EXHIBIT A

## Aerial Map







## APPENDIX A

- Application
- Project Narrative





APPLICATION FOR GENERAL SITE PLAN REVIEW  
BY THE ST. LEO TOWN COMMISSION

NOTE: All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). General Site Plan Review is typically a staff review. However, if a variance to the LDC is required, then a variance public hearing will be scheduled. It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the General Site Plan application will be processed no later than 14 days prior to the scheduled town Commission meeting. The Public Hearing will be conducted pursuant to Quasi-Judicial Proceedings.

NOTE: it is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Application Date 9/22/15

Applicant (Title Holder(s)) Saint Leo University

Address 33701 State Road 52, Saint Leo, Florida Zip 33574 Phone/Fax 352.588.8215/352.588.8511

Representative (Owner Authorization Affidavit is required) N.A.

Address N.A.

Zip

Phone/Fax

Architect/Engineer Lunz Prebor Fowler Architects

Address 58 Lake Morton Drive, Lakeland, Florida

Zip

Phone/Fax 863.682.1882/863.687.6346

When Property Title Obtained 2014

Legal Description Southeastern quadrant of McMullen Drive and Pompano Street intersection.

PIN Number(s) [County] 01-25-20-0000-01800-0010, 01-25-20-0000-02200-0000, 01-25-20-0020-00A00-0090

General Location (Address) 33701 State Road 52, Saint Leo, Florida

Pursuant to the LDC, included with this application must be:

- a written narrative describing the proposed use and development, including any variances and identification of impact to established visual corridors
- a property survey, including topographic vertical contours no greater than at five-foot contour intervals and identification of soils
- a letter of authorization/affidavit from the property owner should a representative be acting on the owner's behalf

Upon determination of completeness, two sets the application and proposed general site plans/building elevations are to be submitted. Please note: If trees are proposed to be removed, then a tree survey for all trees over 3" d.b.h on site may be required if deemed applicable by staff.

FEE: The applicant will be billed for the actual expenses related to the Town of St. Leo's Planning Consultant or other Town of St. Leo staff review of the application. This may include, but not be limited to, time spent reviewing the application for completeness, site inspection, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, attending any meeting with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant's fees and expenses.

Signature

[Signature]  
Title Holder(s)/Owner(s)

Request: (Explain proposal in detail): use additional sheets if necessary See attached.

### Site Plan Review Narrative

The university is expanding the previously approved Plant Operations retention pond to accommodate the new parking lot being developed to serve Benedictine Hall.

Pursuant to the LDC Landscape Code requirements 14 trees are being added to the expanded retention pond as shown on the accompanying drawing.

The retention expansion has been approved and permitted by SWFWMD.